

**Richmond Public Library
Board of Trustees Meeting
Minutes of Sept. 11, 2017**

The meeting was called to order at 9:30 AM. Peter Mulhall, Chair; Kathleen Whitham, Treasurer; Jerry Mills, Secretary; and Wendy O'Brien, Librarian, were in attendance.

Recognition of Guest(s): None

Public Comments: None

Acceptance of Previous Minutes: It was moved, seconded, and all voted in favor to accept the minutes of July 31, 2017. **Treasurer's Report:** Kathleen provided the Financial Report with balances for the various library accounts. We have \$19,325.15 in the Operating account and \$2,992.09 in the Librarian's account. It was moved, seconded, and all voted in favor to accept the Treasurer's report.

Status of Library:

- Book sale/Raffle: These went very well raising \$443.25.
- Programming: The summer reading program has finished with 22 kids attending. The coffee hour and the knitting group programs both continue with attendance anticipated to pick up in the fall. A party with Parks and Recreation Department was held where free back-to-school supplies were provided. Preschool programming on Wednesdays has resumed.
- The Humanities to Go Program is set for Sept. 20th at 7 p.m. at the Vet's Hall for "Poor Houses and Town Farms". Set up time is 5 p.m. with refreshments planned. The Tramp House Wall materials will be on display also.
- Wendy and Bonnie continue to work on the George Fillian collection for the archives.
- Heidi continues to work on the Library website.
- Wendy provided numerous items from the archives to assist Jerry with a project on the Town Pound. Additional materials for the Telephone Building project are also being retrieved.
- A revised Meeting Room Policy is in use.
- Hayden Budzik's bulletin board Eagle Scout project is continuing and Steve La Flam is coordinating with Hayden.
- Pest Control: Invoices from the company will now be mailed directly to the Library. The company inspector indicated there is chipmunk activity in the crawlspace that needs to be addressed.
- A motion was made, seconded, and all voted in favor of accepting the Librarian's report.

Old Business:

- The Outside Bulletin Board Proposal was discussed in length.
- Outside Maintenance: Work on the Library Belfry and new weather vane were discussed as well in length. A vote to approve quotes were accepted by all. The Select Board will be kept informed on these projects.
- Quotes will be provided to the Selectmen on the step project, the roof cleaning, and clapboard issues in the rear of the Library. Vote to approve quotes accepted by all.

New Business:

Inside maintenance – Ceiling lighting and air conditioner removal were discussed.

A proposal was discussed on the meeting schedule for Trustees. This is to be further addressed at the next meeting.

Concerns about possible tree damage to the Library building was discussed and a tour outside grounds was conducted.

Monetary gifts/donation(s): None.

Our next board meeting is scheduled for Monday, October 23rd, 2017 at 9:30 AM.

Meeting adjourned at 10:20 a.m..

Respectfully submitted,

Jerry Mills, Secretary